



Town of Nantucket

REQUEST FOR PROPOSALS FOR CONSULTING SERVICES FOR A DOWNTOWN CIRCULATION AND FERRY ACCESS IMPROVEMENT STUDY

The Town of Nantucket and the Nantucket Planning and Economic Development Commission (NP&EDC) invites qualified responders to submit proposals for the consulting services of a traffic engineering firm to analyze the transportation facilities and traffic patterns in and around the downtown area of the Town of Nantucket, Massachusetts.

I. GENERAL INFORMATION AND SUBMISSION REQUIREMENTS.

1. Proposals will be accepted at the Town of Nantucket, Selectmen's Office, 16 Broad Street, Nantucket, MA 02554, until 3:00 p.m. on March 2, 2007. Four (4) copies of the proposal are required.

Price and non-price (technical) proposals must be submitted in separate envelopes that are sealed and clearly marked:

Price Proposal for Downtown Circulation and Ferry Access Improvement Study

Non-Price Proposal for Downtown Circulation and Ferry Access Improvement Study

2. The proposals will be available to the public after the evaluation is complete.
3. Award date. Award will be made within sixty (60) days after proposal opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All submittals shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.
4. If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed or faxed to all companies and individuals on record as having requested the RFP.
5. Questions concerning this RFP, must be submitted in writing to: Mike Burns, NP&EDC, 16 Broad Street, Nantucket, MA 02554 before 4:00 p.m. on February 23, 2007. Questions may be delivered, mailed, faxed, or emailed (mburns@nantucket-ma.gov). Written responses will be mailed or faxed to all companies and individuals on record as having requested the RFP.
6. Responses may be modified, corrected or withdrawn only by written notice received by the Town of Nantucket prior to the time and date set for the response opening. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP response.

Negligence on the part of the responder in preparing the proposal confers no rights for the withdrawal of the proposal after it has been opened.

7. The Town of Nantucket reserves the right to reject any and all responses and to waive any minor informality in responses received whenever such rejection or waiver is in its best



Town of Nantucket

interest.

8. The Town of Nantucket will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town of Nantucket. All plans, specifications and other documents resulting from this contract shall become the property of the Town of Nantucket. Unless specifically exempt under the Massachusetts public records law, the Town has the right to disclose information contained in proposals.
9. Responders must be willing to enter into the Town of Nantucket's standard form of contract.
10. The RFP, and any subsequent contract for the services, is hereby issued in accordance with M.G. L. c. 30B.
11. Proposals received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.
12. Any submittals received after the advertised date and time for opening will be returned to the responder unopened.
13. Purchases by the Town of Nantucket are exempt from federal, state and municipal sales and/or excise taxes.
14. The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. These forms must be signed by the authorized individual(s).
15. Unexpected closures. If, at the time of the scheduled response opening, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the response opening will be postponed until 3:00 PM on the next normal business day. Submittals will be accepted until that date and time.
16. The Town of Nantucket is an Affirmative Action/Equal Opportunity Employer. The Town encourages submittals from qualified MBE/DBE/WBE firms.
17. Responders should be aware that many overnight mailing services do not guarantee service to Nantucket.
18. Responses to the RFP must be prepared according to the guidelines set forth herein. Selection of the successful responder will be based upon an evaluation and analysis of the information and materials required under the RFP.



Town of Nantucket

II. PROJECT OBJECTIVES.

A. Background

Nantucket Island is located 25 miles off the south shore of Cape Cod with a land area of 45.9 square miles and measuring 15 miles in length and varying in width from 3 to 6 miles. In 1966 the island was designated by the Secretary of the Interior as a National Historical Landmark, and in 1970 the entire County was designated by the Massachusetts Legislature as a Historic District. The island peak summertime population reaches approximately 60,000 people, with the economy generated by tourists and other visitors, retirees, and second-home owners.

Nantucket's historic Downtown Core District, which roughly measures ½ mile square, plays a central role in the island's economy, with many of the island's shops, restaurants, and guest houses located here. Since this is also where the ferry terminals are located, the district is often a visitor's first and last image of Nantucket. Preservation and enhancement of Nantucket's historic streetscape and downtown character is essential to the island's future.

The Downtown Core District was laid-out in the 19th century, and is characterized by narrow, winding streets, with some in the immediate vicinity of Main Street paved with cobblestone. In 1978, several traffic changes were enacted, including the redirection of several one-way streets. Since these changes were implemented there have been subsequent efforts to revisit lingering issues with the District's transportation system to improve both parking and congestion. And although some recommendations of these efforts have been implemented, others have either languished, been dismissed, or are in need of refinement.

The intent of this study is to not only refine a strategy for implementing relevant recommendations of previous studies, but also to collect and evaluate new alternatives to improve the circulation system (namely in the vicinity of Centre Street and Broad Street), as well as improve access and flow of all traffic modes between both ferry terminals and downtown destinations.

B. Goals of the Study

1. Coordinate with the Steamship Authority and other downtown stakeholders to create a mutual strategy to improve congestion in and around the study area.
2. Study the ways and means of encouraging a smooth transition between the ferries and Nantucket destinations, while reducing the secondary impacts of ferry service on the downtown area;
3. Study all ferry wharves and adjoining streets to see how they can more efficiently handle visitor arrivals and departures, coordinated with land side services;
4. Study the layout and circulation of the downtown roadway system to identify a pattern that maximizes circulation efficiency;
5. Study downtown parking supply and utilization to identify ways to increase parking opportunities and capacity;
6. Study downtown freight access and delivery characteristics to identify ways to reduce conflicts with the parking supply while maximizing delivery opportunities;



Town of Nantucket

7. Study bicycle and pedestrian access and circulation around the downtown area and ferry terminals to identify opportunities to reduce vehicle and pedestrian / bicycle conflicts while expanding bicycle and pedestrian (particularly disabled pedestrian) access and connection with study area destination and the island-wide system of bike paths.
8. Review Police accident reports to identify and quantify safety issues for all modes of transportation along roads and at key intersections in the Downtown area;
9. Provide context-sensitive solutions and alternatives that are in keeping with the Island's historic character, and which therefore conform to its traditional patterns of development. To the extent feasible, the community wishes to avoid solutions that otherwise are not in keeping with the Island's character, including, but not limited to, addition of lanes, turning lanes, road widening, electronic signalization, etc.
10. Consider prior studies that address similar issues within the study area including, but not limited to, the following (copies are available for electronic distribution from NP&EDC):
 - *Nantucket Central Business District Circulation and Parking Study*, NP&EDC, 1977
 - *Planning and Implementation for Downtown Parking and Traffic Circulation: Nantucket, Massachusetts*, Mullin Associates, December 1993.
 - *Downtown Traffic Circulation Analysis*, CECI, LLC (f.k.a. R. A. Cataldo engineering), 1996
 - *A Strategy to Address Parking and Traffic Congestion in Downtown Nantucket*, Downtown Parking and Congestion Work Group, December 1998.

C. Scope of Work

1. The following work products and tasks have been identified as being necessary to fulfill the requirements of the Study:
 - a. Base map of all roadways and bike / pedestrian facilities with distinction of paving material, location of key land uses, public transportation facilities (Nantucket Regional Transit Authority, taxis, etc.), and parking spaces / facilities within 1/3 mile of the Steamship Authority (SSA) Wharf and Straight Wharf (see Exhibit 'A').
 - b. Concerns and issues related to downtown circulation and access to and from the ferry terminals gathered from at least two (2) initial workshops with Town officials, Steamship officials, downtown stakeholders, and general public;
 - c. Peak hour traffic measurements (mid-day weekday, evening weekday, and mid-day weekend) at key intersections and along major roads within the Study Area and serving the ferry terminals;
 - d. Survey of ferry users to and from Nantucket conducted during peak summer season to represent the typical user preference for transport to and from both ferry terminals (private vehicle, public transportation, taxi, bike / pedestrian, etc.).
 - e. Two versions of at least two recommended alternatives to the traffic circulation, public transportation, pedestrian, and parking systems within approximately 1/3 mile of the SSA Wharf and Straight Wharf.
 - f. Provide quantified analysis, recommendations, and possible implementation considerations for safety and congestion mitigation improvements;



Town of Nantucket

- g. Hold a coordinated meeting with Town, NP&EDC, and SSA officials to review first version of improvement options prior to a required public presentation of these options;
 - h. Hold a coordinated meeting with Town, NP&EDC, and SSA officials to review final version of improvement options prior to a required public presentation of these options;
 - i. Provide collected data in a format to be mutually agreed upon;
 - j. Schematic plans of improvements / alternatives;
 - k. Overall map depicting strategy;
 - l. Final report – prepare and submit fifteen (15) bound copies and a digital copy (in both Microsoft Word and Adobe Acrobat formats) of the study that would include, but is not limited to, a summary of collected concerns and issues, summary of data collection and analysis, summary of ferry user survey results, a summary of evaluated alternatives, summary of recommendations, a summary of implementation considerations, and schematic plans and maps of recommendations.
2. Consultant shall meet with stakeholders in the study area, the Steamship Authority, and general public (in concert with NP&EDC staff) at a minimum of three (3) public meetings / hearings.
 3. Consultant shall meet and coordinate the development of the Study with NP&EDC staff as necessary.

D. Timeframe for Project Completion

1. By September 1, 2007 - Initial mapping, workshops, data collection, and ferry user survey to be completed with submission of materials and invoice for services.
2. By March 1, 2008 - Initial analysis, alternatives, recommendations, coordinated meetings, presentations, schematic plans, and final report to be completed with submission of materials and invoice for services.

III. FORM OF PROPOSAL

The Proposer shall submit in separate, clearly identified, sealed envelopes a non-price proposal and price proposal.

First, the Town shall open and evaluate the non-price proposals according to Section IV of this RFP. Then the Town shall open the price proposals, and select the most advantageous proposal based on proposal ratings and the proposal prices.

A. Non-Price Proposal

The non-price proposal shall consist of all materials and information, other than price, required in this RFP. The non-price proposal shall include a Plan of Service that details the following in the same order:

- (a) Proposer business history; detailed staffing plan for this project (including staff resumes).
- (b) Detailed description of services, tasks, and deliverables proposed.
- (c) Timeline under which proposer would perform services and provide deliverables.
- (d) Description of proposer's experience working for Massachusetts municipalities on similar projects.



Town of Nantucket

- (e) List six (6) references (including name, title, address, and phone number) for whom proposer completed similar projects.

B. Price Proposal Requirements

The price proposal shall consist of an itemized breakdown of the cost of the individual services and deliverables proposed. The services and deliverable shall be split two (2) sections and then totaled into two (2) lump sum amounts that correspond with the two (2) sets of tasks described in the 'Timeframe for Project Completion' (found in section II.D. above). There shall be no reimbursable expenses allowed under this contract.

The Town reserves the right to reduce the scope of services and to negotiate with the three highest ranked proposers to complete the project within the budget appropriation.

VI. PROPOSAL EVALUATION PROCEDURE

The Town and NP&EDC staff will evaluate proposals according to the quality requirements contained below. Submittals failing to comply with one or more of the quality requirements stated below shall be disqualified from further consideration.

Submittals that comply with the quality requirements will be further evaluated based on the comparative criteria detailed below. Each proposal will be assigned a rating for each comparative criterion and a composite rating.

Three finalists will be identified from the evaluation of comparative criteria. The Town will rank these finalists. Price proposal will then be considered. The Town will negotiate a contract with the highest ranked finalist who proposes a price within the Town's budgeted amount. The Town reserves the right to reject any and all proposals if such rejection is in its best interest.

Quality Requirements

1. Licensed Traffic Engineer on proposer's team (provide photocopy of license).
2. Insurance Coverage including General Commercial Liability, Automobile Liability, and Workers Compensation.
3. Proposer has been established as a commercial engineering entity with a traffic transportation planning emphasis or significant component for a minimum of five (5) years.

Comparative Criteria

The Town reserves the right to award the contract to the responsive and responsible qualification submittal which best meets the Town's needs, taking into account firm qualifications, submittal quality, evaluation criteria and proposal price. The awarding authority's decision or judgment on these matters shall be final; the committee will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Responding consultants are to address each of the following criteria in a clearly labeled section of their response and in the same order. Each of the criteria may contain ratings of:



Town of Nantucket

- U = Unacceptable
- NA = Not Advantageous
- A = Advantageous
- HA = Highly Advantageous

An “Unacceptable” rating in any one of the criteria will eliminate the proposal from further consideration.

Overall experience of the proposer:

- HA:** Proposer and staff are comprised of very experienced professionals (more than 10 years experience).
- A:** Proposer and staff have a moderate amount of required experience (less than 10 years, but more than 5 years experience).
- NA:** Proposer and staff have little experience (less than 5 years experience).

Experience in completing similar traffic analysis projects in MA municipalities.

- HA:** Proposer has completed eight or more similar projects for Massachusetts municipalities.
- A:** Proposer has completed at least five but less than eight similar projects for Massachusetts municipalities.
- NA:** Proposer has completed less than five similar projects for Massachusetts municipalities.

Experience in developing and applying transportation and traffic analyses and strategies in keeping with context-sensitive design principles, and / or traditional neighborhood design.

- HA:** Proposer has experience successfully applying context-sensitive design principles on six or more projects of comparable scope.
- A:** Proposer has experience successfully applying context-sensitive design principles on three to five projects of comparable scope.
- NA:** Proposer has experience successfully applying context-sensitive design principles for two or fewer projects of comparable scope.

Proposer’s resources available to this project

- HA:** Proposer demonstrates that it has more than sufficient resources (including staff, technology, time) to complete services and deliverables
- NA:** Proposer has not clearly demonstrated that it has sufficient resources (including staff, technology, time) to complete services and deliverables.

V. RULE FOR AWARD.

The Town will determine the most advantageous proposal from a responsible and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP.

VI. BASIS OF COMPENSATION.



Town of Nantucket

The contract awarded will be a fixed price contract.



Town of Nantucket

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of person signing bid or proposal

Printed Name and Title,

Name of Business

Date



Town of Nantucket

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Employer ID Number

Name of Corporation

Printed Name of President

President's Signature

Date



Town of Nantucket

PROPOSAL CHECKLIST

In order to simplify the evaluation process and obtain the maximum degree of comparison between proposals, the Town has prepared this checklist for all responders to use in compiling proposals.

- ☐ Current Certificates of Insurance.
- ☐ Non-price (technical) proposal
- ☐ Price proposal (separate from the technical proposal)
- ☐ Certificate of Non-Collusion.
- ☐ Tax Compliance Certification.
- ☐ Signed signature page of Town of Nantucket contract enclosed herein to indicate that responder is willing to enter into said contract.



Town of Nantucket

EXHIBIT 'A'

